



Board of Directors AGENDA

PLEASANT HILL RECREATION & PARK DISTRICT

MISSION STATEMENT

In order to serve the diverse recreational needs of individuals and families and to enrich the quality of life for all residents, the Pleasant Hill Recreation & Park District is committed to providing park facilities, open space, and programs and activities for all ages.

**LOCATION: Community Center McHale Room
320 Civic Dr. – Pleasant Hill**

Public may join meeting in person at this location

Or by PC: <https://zoom.us> Meeting ID: 880 8794 5423

Or by Phone 1 (669) 900-9128 Meeting ID: 880 8794 5423

**Thursday, February 23, 2023
Regular Meeting- 7:00 PM**

MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THIS MEETING IN PERSON OR BY TELECONFERENCE TO MITIGATE THE SPREAD OF COVID-19

Public comments can be submitted to the District prior to the meeting by emailing skubota@pleasanthillrec.com. Public comments will also be taken on each agenda item during the meeting. Comments received by email prior to 3 pm on the day of the meeting will be forwarded to the Board prior to the meeting, made a part of the public record, and be available for public review at this link: <https://www.pleasanthillrec.com/DocumentCenter/Index/201>.

To comment orally in real time during the meeting, you may fill out a speaker slip to comment in person, use the Zoom “raise hand” function on your computer screen, or the *9 function on your phone.

Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office of the District, located at 147 Gregory Lane, for the purpose of making those public records available for inspection. The agenda and packet are available at <https://www.pleasanthillrec.com/AgendaCenter>. Other writings distributed to the Board in connection with this meeting are available for public review at this link: <https://www.pleasanthillrec.com/DocumentCenter/Index/201>

The Board will take public comment on each listed agenda item when the item is taken up. Each speaker will be allotted five minutes for comment per item unless a shorter comment period is specified by the Board at the meeting (e.g., if there is an unusually large number of speakers).

1. Call to Order
2. Pledge of Allegiance

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 147 Gregory Lane, Pleasant Hill, California.

The Pleasant Hill Recreation & Park District will provide reasonable disability-related modification or accommodations to a person who requires such in order to participate in the meeting of the Board of Directors. Please contact Susie Kubota (925) 682-0896 at least 48 hours before the meeting.

3. Roll Call
4. Public Comment

This item on the agenda provides an opportunity for members of the public to comment on any item within the jurisdiction of the Board that is not on the agenda. When an item is not listed on the agenda, State law prohibits Board discussion or action. Board members may only “briefly respond” to statements made and questions posed. For example, State law allows Board members to ask questions for clarification and provide a reference to staff or other resources for factual information. Additionally, the Board may direct staff to report back and/or place a matter on a future agenda for discussion.

5. Report from General Manager (Attachment A)
6. Consent Calendar (Attachment B)
 - a. Approve Bills to be Paid Warrants #16876 – #16962 (Exhibit 1)
 - b. Approve Minutes of January 26, 2023 (Exhibit 2)
7. Authorize General Manager to Enter into a Professional Services Contract with Tramutola LLC in an Amount Not to Exceed \$90,000 to Provide Consulting Services to Determine the Feasibility of Placing a Tax Measure on a Future Ballot and Pre-Electoral Planning and Public Information Services and Authorize Transfer of \$150,000 from the General Fund to Capital Improvement Fund (Attachment C)
8. Authorize a Mid-Year 5% Cost-of-Living Adjustment for Eligible Employees Effective January 1, 2023 at an Additional Cost of \$102,487 for Fiscal Year 2022/23 (Attachment D)
9. Verbal Report from Committee Chair and Opportunity to Set Meeting Dates
 - a. Land and Facilities Development Committee - TBD
 - b. Personnel Committee – TBD
 - c. Budget & Finance Committee – TBD
 - d. Program Committee – TBD
 - e. District/City Liaison Committee – TBD
 - f. Ad Hoc Committee for Board Policies – TBD
10. Board Announcements and Requests to Staff
11. Adjourn

Future Board of Directors Meetings:

Thursday, March 9, 2023, 7:00 p.m. – McHale Room

Thursday, March 23, 2023, 7:00 p.m.- McHale Room

Thursday, April 13, 2023, 7:00 p.m.- TBD

MEMORANDUM



Date: February 23, 2023
To: Board of Directors
From: Michelle Lacy, General Manager
Re: General Manager's Report for February 23, 2023

AQUATICS: We are getting ready for spring programs. Swim try outs were held 2/11, with the next tryouts 2/27. Try outs are free and helps make sure swimmers are signed up for the correct program. Spring Swim Clinics start March 1 and has over 50 swimmers enrolled. The Dolphins season begins April 10 and registration is exceeding expectations, with 143 swimmers and Mini-Dolphins signed up for the 2023 season (compared to 79 at this time last year). Underwater Egg Hunt is April 1 and we expect this popular event to sell out.

COVID LOCAL EMERGENCY DECLARATION ENDS FEBRUARY 28, 2023: In March 2020, the District adopted a Local Emergency Declaration around the pandemic. That declaration is set to expire at the end of February due to the Contra Costa Board of Supervisors approving termination effective February 28, 2023.

GENERAL MANAGER SCHEDULE – I will be out of the office beginning March 2 and will return on March 8, 2023. Nicole Watson, Recreation Superintendent will serve as Acting General Manager while I am on vacation.

HOLIDAY SCHEDULE- District offices and facilities will be closed on Monday, February 20 in observance of President's Day.

INCLUSIVE RECREATION: Senior Center staff hosted an Inclusive Recreation Dance in the Chateau Room on February 10 where about 45 dancers participated plus caregivers.

PARK MAINTENANCE - The staff has been busy with annual weed control, prepping fields and courts for upcoming sporting seasons. The Park Superintendent is further investigating portable security camera systems that are solar powered to provide the ability to rotate cameras to hot spots as issues migrate to other parks and facilities. While we are still getting some graffiti, incidents have been greatly reduced at Pleasant Oaks Park since we have been using the security camera and working with PHPD.

SENIOR CENTER: The Senior Board Members handed out Valentine's treats to seniors in the building on 2/14 for Random Acts of Kindness Week.

Senior Center Staff & Pleasant Hill Police are holding an active shooter training for senior volunteers on 2/23 at the Senior Center.

ATTACHMENT A

STAFF REPORT



Date: February 23, 2023
To: Board of Directors
From: Michelle Lacy, General Manager
Re: Consent Calendar

Consent Calendar items are considered to be routine by the Board of Directors and will be enacted by one motion. By approval of the Consent Calendar the staff recommendation will be adopted. There will be no separate discussion on these items unless a Board Member or a member of the public request removal of the item from the Consent Calendar.

CONSENT CALENDAR FOR FEBRUARY 23, 2023

- a. Approve Bills to be Paid Warrants #16876 – #16962 (Exhibit 1)
- b. Approve Minutes of January 26, 2023 (Exhibit 2)

Accounts Payable

Check Register Totals Only

User: CPetlock
 Printed: 2/17/2023 - 12:43 PM
 Batch: 00005.02.2023 - WARRANTS022323



| Check | Date | Vendor No | Vendor Name | Amount | Voucher |
|-------|------------|-----------|----------------------------|----------|---------|
| 16876 | 02/23/2023 | ACCB | ACC BUSINESS | 1,234.29 | 0 |
| 16877 | 02/23/2023 | AIRGAS | AIRGAS USA, LLC | 55.30 | 0 |
| 16878 | 02/23/2023 | AMERSTA | AMERICAN STAGE TOURS | 1,345.00 | 0 |
| 16879 | 02/23/2023 | ANTOMEGA | MEGAN ANTONCICH | 150.00 | 0 |
| 16880 | 02/23/2023 | AppeDan | DAN APPEL | 75.00 | 0 |
| 16881 | 02/23/2023 | Applied | APPLIED BEST PRACTICES | 650.00 | 0 |
| 16882 | 02/23/2023 | BALLLYND | LYNDSEY BALLINGER | 75.00 | 0 |
| 16883 | 02/23/2023 | BARNJEFF | JEFF BARNETT | 75.00 | 0 |
| 16884 | 02/23/2023 | BATEKAT | KATHLEEN BATE | 288.00 | 0 |
| 16885 | 02/23/2023 | BAYALAR | BAY ALARM COMPANY | 3,292.66 | 0 |
| 16886 | 02/23/2023 | BCC | BENEFIT COORDINATORS CORP. | 3,063.20 | 0 |
| 16887 | 02/23/2023 | BERSROSE | ROSEMARY BERSABE | 200.00 | 0 |
| 16888 | 02/23/2023 | BILLACE | BILL'S ACE HARDWARE | 267.61 | 0 |
| 16889 | 02/23/2023 | BLAIRSEA | SEAN BLAIR | 75.00 | 0 |
| 16890 | 02/23/2023 | BOARDSPO | Boardsports School & Shop | 1,347.50 | 0 |
| 16891 | 02/23/2023 | BOGNSEAN | SEAN BOGNI | 150.00 | 0 |
| 16892 | 02/23/2023 | BradyIND | BRADY INDUSTRIES, LLC | 60.10 | 0 |
| 16893 | 02/23/2023 | CaDoj | CALIFORNIA DOJ | 32.00 | 0 |
| 16894 | 02/23/2023 | CINTAS | CINTAS | 656.01 | 0 |
| 16895 | 02/23/2023 | CIVICPLU | CIVIC PLUS | 3,751.22 | 0 |
| 16896 | 02/23/2023 | CCCEHS | Contra Costa County- EHS | 350.00 | 0 |
| 16897 | 02/23/2023 | DELBTOM | TOM DELBRIDGE | 75.00 | 0 |
| 16898 | 02/23/2023 | Denelect | DENALECT ALARM COMPANY | 108.00 | 0 |
| 16899 | 02/23/2023 | DiViMark | MARK DIVITA | 75.00 | 0 |
| 16900 | 02/23/2023 | DorhDem | DEMARCO DORHAM | 75.00 | 0 |
| 16901 | 02/23/2023 | HANDYMAN | EAST BAY HANDYMAN | 750.76 | 0 |
| 16902 | 02/23/2023 | EBMUD | EAST BAY MUD | 418.69 | 0 |
| 16903 | 02/23/2023 | EBPool | EAST BAY POOL SERVICE | 3,752.96 | 0 |
| 16904 | 02/23/2023 | EDD | EMPLOYMENT DEVELOPMENT D | 1,315.00 | 0 |
| 16905 | 02/23/2023 | EWING | EWING IRRIGATION | 43.58 | 0 |
| 16906 | 02/23/2023 | Formanek | KARA FORMANEK | 75.00 | 0 |
| 16907 | 02/23/2023 | FranTx | FRANCHISE TAX BOARD | 40.00 | 0 |
| 16908 | 02/23/2023 | FRITJAS | JASON FRITSCHI | 75.00 | 0 |
| 16909 | 02/23/2023 | GASAND | ANDREA GASPARI | 1,779.60 | 0 |
| 16910 | 02/23/2023 | GATEWAY | GATEWAY ACCEPTANCE CO | 636.39 | 0 |
| 16911 | 02/23/2023 | GENPLUM | GENERAL PLUMBING SUPPLY | 86.13 | 0 |
| 16912 | 02/23/2023 | GUARDIAN | GUARDIAN SECURITY AGENCY | 524.80 | 0 |
| 16913 | 02/23/2023 | HIGHMATT | MATTHEW HIGHLAND | 75.00 | 0 |
| 16914 | 02/23/2023 | HILLSTEV | STEVE HILL | 75.00 | 0 |
| 16915 | 02/23/2023 | HomDep | HOME DEPOT PRO | 289.26 | 0 |
| 16916 | 02/23/2023 | HONEYBUC | HONEY BUCKET | 441.60 | 0 |
| 16917 | 02/23/2023 | HunKat | KATRINA HUNN | 70.00 | 0 |
| 16918 | 02/23/2023 | ICOM Mec | ICOM MECHANICAL, INC | 6,693.18 | 0 |
| 16919 | 02/23/2023 | JAZANADE | NADER JAZAYERI | 75.00 | 0 |
| 16920 | 02/23/2023 | KELLMOO | KELLY-MOORE PAINT CO, INC. | 208.23 | 0 |
| 16921 | 02/23/2023 | KUBSUS | SUSIE KUBOTA | 49.09 | 0 |
| 16922 | 02/23/2023 | LUSCEMAN | EMANUEL LUSCA | 75.00 | 0 |
| 16923 | 02/23/2023 | MACALV | MAC ALVEY'S NURSERY | 201.50 | 0 |
| 16924 | 02/23/2023 | MACFARLA | CHASE MACFARLAND | 75.00 | 0 |
| 16925 | 02/23/2023 | MALODON | Donna Maloney | 330.00 | 0 |

| Check | Date | Vendor No | Vendor Name | Amount | Voucher |
|-------|------------|-----------|-----------------------------|--------------|-----------|
| 16926 | 02/23/2023 | MARKJOSH | JOSH MARKOWITZ | 75.00 | 0 |
| 16927 | 02/23/2023 | MARTMARI | MARIO MARTINEZ | 75.00 | 0 |
| 16928 | 02/23/2023 | MDUSD2 | MDUSD M & O DEPARTMENT | 8,104.50 | 0 |
| 16929 | 02/23/2023 | MONCAMAR | MARNA MONCADA | 500.00 | 0 |
| 16930 | 02/23/2023 | MONJOH | JOHN MONROE | 75.00 | 0 |
| 16931 | 02/23/2023 | NICSAR | SARETTE NICHOLSON | 144.00 | 0 |
| 16932 | 02/23/2023 | OCHONOA | NOAH OCHOA | 75.00 | 0 |
| 16933 | 02/23/2023 | PETROSUS | SUSANNA PETROSOVA | 78.00 | 0 |
| 16934 | 02/23/2023 | PG&E | PG&E | 4,034.78 | 0 |
| 16935 | 02/23/2023 | PhSen | PLEASANT HILL SENIORS CLUB | 7,493.11 | 0 |
| 16936 | 02/23/2023 | QUALTRE | QUALITY TREE CARE/JOSEPH M/ | 3,400.00 | 0 |
| 16937 | 02/23/2023 | RAMSRICH | RICHARD RAMSEY | 75.00 | 0 |
| 16938 | 02/23/2023 | KLIPALI | ALISON RAPHAEL-KLIPPEL | 105.00 | 0 |
| 16939 | 02/23/2023 | RAPPNATH | NATHAN RAPP | 150.00 | 0 |
| 16940 | 02/23/2023 | Republic | REPUBLIC SERVICES #210 | 2,857.56 | 0 |
| 16941 | 02/23/2023 | RILKOR | KOREY RILEY | 71.75 | 0 |
| 16942 | 02/23/2023 | ROGAJ | AJ ROGERS | 643.20 | 0 |
| 16943 | 02/23/2023 | RONEJOSE | JOSEPH RONEVICH | 75.00 | 0 |
| 16944 | 02/23/2023 | SABIALAN | ALAN SABINE | 75.00 | 0 |
| 16945 | 02/23/2023 | SHIOROB | ROBERT SHIOTA | 75.00 | 0 |
| 16946 | 02/23/2023 | SIANVERO | VERONICA SIAN | 750.00 | 0 |
| 16947 | 02/23/2023 | SITEONE | SITEONE LANDSCAPE | 228.80 | 0 |
| 16948 | 02/23/2023 | SOLV | SOLV BUSINESS SOLUTIONS | 61.62 | 0 |
| 16949 | 02/23/2023 | SPAINMAR | MARQUIS SPAIN | 75.00 | 0 |
| 16950 | 02/23/2023 | Standard | STANDARD INSURANCE COMPAN | 2,413.42 | 0 |
| 16951 | 02/23/2023 | StePrint | STEVEN'S PRINTING | 742.72 | 0 |
| 16952 | 02/23/2023 | STONGARR | GARRETT STONE | 75.00 | 0 |
| 16953 | 02/23/2023 | TAMOALEX | ALEXIS TAMONY | 75.00 | 0 |
| 16954 | 02/23/2023 | THE ICEE | THE ICEE COMPANY | 1,064.93 | 0 |
| 16955 | 02/23/2023 | THOMROBB | ROBB THOMAS | 150.00 | 0 |
| 16956 | 02/23/2023 | THORAN | RANDALL THOMPSON | 54.00 | 0 |
| 16957 | 02/23/2023 | TCP | TIMECLOCK PLUS, LLC | 1,296.00 | 0 |
| 16958 | 02/23/2023 | TOOMSCOT | SCOTT TOOMASSON | 75.00 | 0 |
| 16959 | 02/23/2023 | Travel | TRAVEL CENTER TRUST ACCOUN | 865.00 | 0 |
| 16960 | 02/23/2023 | USBank | U.S. BANK | 1,893.85 | 0 |
| 16961 | 02/23/2023 | Wave | WAVE | 35.64 | 0 |
| 16962 | 02/23/2023 | Xerox | XEROX CORPORATION | 696.96 | 0 |
| | | | | <hr/> <hr/> | |
| | | | | Check Total: | 74,416.50 |
| | | | | <hr/> <hr/> | |

Accounts Payable

Computer Check Proof List by Vendor

User: CPetlock
 Printed: 02/17/2023 - 12:37PM
 Batch: 00005.02.2023 - WARRANTS022323



| Invoice No | Description | Amount | Payment Date | Acct Number | Reference |
|------------------------------|---|----------|--------------|-------------------------------------|--------------------|
| Vendor: ACCB 230142821 | ACC BUSINESS Ethernet Access | 1,234.29 | 02/23/2023 | Check Sequence: 1 100-1100-75507 | ACH Enabled: False |
| | Check Total: | 1,234.29 | | | |
| Vendor: AIRGAS 9994836735 | AIRGAS USA, LLC Oxygen cylinder rental | 55.30 | 02/23/2023 | Check Sequence: 2 100-1280-75620 | ACH Enabled: False |
| | Check Total: | 55.30 | | | |
| Vendor: AMERSTA 20232023 | AMERICAN STAGE TOURS American Stage Tours 30584 3-5 Hershey Feld | 1,345.00 | 02/23/2023 | Check Sequence: 3 100-1220-75630 | ACH Enabled: False |
| | Check Total: | 1,345.00 | | | |
| Vendor: ANTOME 2022-2023 | MEGAN ANTONCICH Coaches Refund | 150.00 | 02/23/2023 | Check Sequence: 4 100-1250-45050 | ACH Enabled: False |
| | Check Total: | 150.00 | | | |
| Vendor: AppeDan 2022-2023 | DAN APPEL Coaches Refund | 75.00 | 02/23/2023 | Check Sequence: 5 100-1250-45050 | ACH Enabled: False |
| | Check Total: | 75.00 | | | |
| Vendor: Applied 28036 | APPLIED BEST PRACTICES CIAC BOND REPORTING | 650.00 | 02/23/2023 | Check Sequence: 6 100-1100-70000 | ACH Enabled: False |
| | Check Total: | 650.00 | | | |
| Vendor: BALLLYN 2022-2023 | LYNDSEY BALLINGER Coaches Refund | 75.00 | 02/23/2023 | Check Sequence: 7 100-1250-45050 | ACH Enabled: False |
| | Check Total: | 75.00 | | | |

| Invoice No | Description | Amount | Payment Date | Acct Number | Reference |
|---|--|---|--|--|--|
| Vendor: BARNJEF1 2022-2023 | JEFF BARNETT Coaches Refund | 75.00 | 02/23/2023 | 100-1250-45050 | ACH Enabled: False |
| | Check Total: | 75.00 | | | |
| Vendor: BATEKAT | KATHLEEN BATE Instructor Payment 4692.201 Nia-Music, Moven | 288.00 | 02/23/2023 | 100-1240-75640 | ACH Enabled: False |
| | Check Total: | 288.00 | | | |
| Vendor: BAYALAR 20297258 20297382 | BAY ALARM COMPANY Security Camera Install Seccurity Cam Service | 2,922.50 370.16 | 02/23/2023 02/23/2023 | 100-1300-75520 100-1300-75520 | ACH Enabled: False |
| | Check Total: | 3,292.66 | | | |
| Vendor: BCC 03/2023 03/2023 03/2023 03/2023 03/2023 03/2023 | BENEFIT COORDINATORS CORP. DELTA DENTAL PDV#00207 DELTA DENTAL #PDV00207 DELTA DENTAL PDV#00207 DELTA DENTAL #PDV00207 DELTA DENTAL #PDV00207 DELTA DENTAL PDV#00207 | 1,541.20 696.50 696.50 32.25 64.50 32.25 | 01/17/2023 02/01/2023 01/17/2023 02/01/2023 02/01/2023 01/17/2023 | 100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310 100-0000-21310 | ACH Enabled: False PR Batch 00092.01.2023 Dental Employer PR Batch 00093.01.2023 AF Dental PR Batch 00092.01.2023 AF Dental PR Batch 00093.01.2023 Dental Employee PR Batch 00093.01.2023 Dental Employee PR Batch 00092.01.2023 Dental Employee |
| | Check Total: | 3,063.20 | | | |
| Vendor: BERSROS 49527142 | ROSEMARY BERSABE Deposit Refund | 200.00 | 02/23/2023 | 100-0000-20000 | ACH Enabled: False |
| | Check Total: | 200.00 | | | |
| Vendor: BILLACE 589037 589213 589216 | BILL'S ACE HARDWARE Shop Supplies Shop Supplies Misc. Tools | 142.27 50.31 75.03 | 02/23/2023 02/23/2023 02/23/2023 | 100-1300-75520 100-1300-75520 100-1300-75520 | ACH Enabled: False |
| | Check Total: | 267.61 | | | |
| Vendor: BLAIRSE/ 2022-2023 | SEAN BLAIR COACH REFUND | 75.00 | 02/23/2023 | 100-1250-45050 | ACH Enabled: False |
| | Check Total: | 75.00 | | | |
| Vendor: BOARDSP | Boardsports School & Shop DEPOSIT FOR XTREME 7/26 FIELDTRIP | 1,347.50 | 02/23/2023 | 100-1255-75626 | ACH Enabled: False |

| Invoice No | Description | Amount | Payment Date | Acct Number | Reference |
|------------------------------|---|----------|--------------|----------------|--|
| | Check Total: | 1,347.50 | | | |
| Vendor: BOGNSEA 2022-2023 | SEAN BOGNI Coaches Refund | 150.00 | 02/23/2023 | 100-1250-45050 | Check Sequence: 16 ACH Enabled: False |
| | Check Total: | 150.00 | | | |
| Vendor: BradyIND 7770165 | BRADY INDUSTRIES, LLC Isopropyl Alcohol | 60.10 | 02/23/2023 | 100-1231-75515 | Check Sequence: 17 ACH Enabled: False |
| | Check Total: | 60.10 | | | |
| Vendor: CaDoj 633184 | CALIFORNIA DOJ FINGERPRINTING | 32.00 | 02/23/2023 | 100-1260-75645 | Check Sequence: 18 ACH Enabled: False |
| | Check Total: | 32.00 | | | |
| Vendor: CINTAS 4144270429 | CINTAS Linens and Towels | 84.24 | 02/23/2023 | 100-1231-75515 | Check Sequence: 19 ACH Enabled: False |
| 4144273348 | Linens and Towels | 57.19 | 02/23/2023 | 100-1220-75515 | |
| 4144273348 | Linens and Towels | 20.00 | 02/23/2023 | 100-1255-75515 | |
| 4144974667 | Linens and Towels | 55.97 | 02/23/2023 | 100-1231-75515 | |
| 4144974667 | Linens and Towels | 20.00 | 02/23/2023 | 100-1230-75515 | |
| 4144977271 | Linens and Towels | 20.00 | 02/23/2023 | 100-1100-75515 | |
| 4144977271 | Linens and Towels | 48.92 | 02/23/2023 | 100-1220-75515 | |
| 4145666187 | Linens and Towels | 20.00 | 02/23/2023 | 100-1270-75515 | |
| 4145666187 | Linens and Towels | 55.97 | 02/23/2023 | 100-1231-75515 | |
| 4145666217 | Uniform Service | 59.91 | 02/23/2023 | 100-1300-55380 | |
| 4145669708 | Linens and Towels | 20.00 | 02/23/2023 | 100-1280-75515 | |
| 4145669708 | Linens and Towels | 48.92 | 02/23/2023 | 100-1220-75515 | |
| 4146363088 | Linens and Towels | 75.97 | 02/23/2023 | 100-1231-75515 | |
| 4146366045 | Linens and Towels | 68.92 | 02/23/2023 | 100-1220-75515 | |
| | Check Total: | 656.01 | | | |
| Vendor: CIVICPLU 253573 | CIVIC PLUS SOFTWARE FEES | 3,751.22 | 02/23/2023 | 100-1290-75612 | Check Sequence: 20 ACH Enabled: False |
| | Check Total: | 3,751.22 | | | |
| Vendor: CCCEHS 49529567 | Contra Costa County- EHSD Deposit Refund | 350.00 | 02/23/2023 | 100-0000-20000 | Check Sequence: 21 ACH Enabled: False |

| Invoice No | Description | Amount | Payment Date | Acct Number | Reference |
|--|---|------------------------------|--|--|--|
| | Check Total: | 350.00 | | | |
| Vendor: DELBTOM 2022-2023 | TOM DELBRIDGE Coaches Refund | 75.00 | 02/23/2023 | 100-1250-45050 | Check Sequence: 22 ACH Enabled: False |
| | Check Total: | 75.00 | | | |
| Vendor: Denelect R52190 | DENALECT ALARM COMPANY Alarm | 108.00 | 02/23/2023 | 100-1270-75515 | Check Sequence: 23 ACH Enabled: False |
| | Check Total: | 108.00 | | | |
| Vendor: DiViMark 2022-2023 | MARK DIVITA Coaches Refund | 75.00 | 02/23/2023 | 100-1250-45050 | Check Sequence: 24 ACH Enabled: False |
| | Check Total: | 75.00 | | | |
| Vendor: DorhDem 2022-2023 | DEMARCO DORHAM Coaches Refund | 75.00 | 02/23/2023 | 100-1250-45050 | Check Sequence: 25 ACH Enabled: False |
| | Check Total: | 75.00 | | | |
| Vendor: HANDYMAN 7 7 | EAST BAY HANDYMAN SC Oven repair CC Dishwasher repair | 615.76 135.00 | 02/23/2023 02/23/2023 | 100-1220-75515 100-1231-75515 | Check Sequence: 26 ACH Enabled: False |
| | Check Total: | 750.76 | | | |
| Vendor: EBMUD 26209000001 | EAST BAY MUD BROOKWOOD | 418.69 | 02/23/2023 | 100-1300-65710 | Check Sequence: 27 ACH Enabled: False |
| | Check Total: | 418.69 | | | |
| Vendor: EBPpool 31111 31171 31173 | EAST BAY POOL SERVICE January pool maintenance training pool pump repairs install new sump pump in pit | 3,100.00 317.74 335.22 | 02/23/2023 02/23/2023 02/23/2023 | 100-1280-75520 100-1280-75530 100-1280-75530 | Check Sequence: 28 ACH Enabled: False |
| | Check Total: | 3,752.96 | | | |
| Vendor: EDD L0614335888 L0614335888 | EMPLOYMENT DEVELOPMENT DEPT. UNEMPLOYMENT UNEMPLOYMENT | 1,212.00 103.00 | 02/23/2023 02/23/2023 | 100-1231-55400 100-1300-55400 | Check Sequence: 29 ACH Enabled: False |

| Invoice No | Description | Amount | Payment Date | Acct Number | Reference |
|---------------------------------|--|--------------------|--------------------------|--|---|
| | Check Total: | 1,315.00 | | | |
| Vendor: EWING 28591414 | EWING IRRIGATION Irrigation Repairs | 43.58 | 02/23/2023 | Check Sequence: 30 100-1300-75511 | ACH Enabled: False |
| | Check Total: | 43.58 | | | |
| Vendor: Formanek 2022-2023 | KARA FORMANEK Coaches Refund | 75.00 | 02/23/2023 | Check Sequence: 31 100-1250-45050 | ACH Enabled: False |
| | Check Total: | 75.00 | | | |
| Vendor: FranTx 022123 | FRANCHISE TAX BOARD REBECCA SEIDENSPINNER | 40.00 | 02/16/2023 | Check Sequence: 32 100-0000-21390 | ACH Enabled: False PR Batch 00001.02.2023 Garn Franchise T |
| | Check Total: | 40.00 | | | |
| Vendor: FRITJAS 2022-2023 | JASON FRITSCHI Coaches Refund | 75.00 | 02/23/2023 | Check Sequence: 33 100-1250-45050 | ACH Enabled: False |
| | Check Total: | 75.00 | | | |
| Vendor: GASAND | ANDREA GASPARI Instructor Payment Instructor Payment | 546.00 1,233.60 | 02/23/2023 02/23/2023 | Check Sequence: 34 100-1260-75645 100-1260-75640 | ACH Enabled: False |
| | Check Total: | 1,779.60 | | | |
| Vendor: GATEWAY 18716 | GATEWAY ACCEPTANCE CO Hydraulic Leak Repair on Tractor | 636.39 | 02/23/2023 | Check Sequence: 35 100-1300-75510 | ACH Enabled: False |
| | Check Total: | 636.39 | | | |
| Vendor: GENPLUM S5845197.001 | GENERAL PLUMBING SUPPLY Drinking Fountain Parts | 86.13 | 02/23/2023 | Check Sequence: 36 100-1300-75520 | ACH Enabled: False |
| | Check Total: | 86.13 | | | |
| Vendor: GUARDIA 64235 | GUARDIAN SECURITY AGENCY Restroom Lock up | 524.80 | 02/23/2023 | Check Sequence: 37 100-1300-75520 | ACH Enabled: False |
| | Check Total: | 524.80 | | | |
| Vendor: HIGHMAT | MATTHEW HIGHLAND | | | Check Sequence: 38 | ACH Enabled: False |

| Invoice No | Description | Amount | Payment Date | Acct Number | Reference |
|------------------|---------------------------------------|----------|--------------|--------------------|--------------------|
| 2022-2023 | Coaches Refund | 75.00 | 02/23/2023 | 100-1250-45050 | |
| | Check Total: | 75.00 | | | |
| Vendor: HILLSTEV | STEVE HILL | | | Check Sequence: 39 | ACH Enabled: False |
| 2022-2023 | Coaches Refund | 75.00 | 02/23/2023 | 100-1250-45050 | |
| | Check Total: | 75.00 | | | |
| Vendor: HomDep | HOME DEPOT PRO | | | Check Sequence: 40 | ACH Enabled: False |
| 728426919 | custodial supplies | 289.26 | 02/23/2023 | 100-1280-75515 | |
| | Check Total: | 289.26 | | | |
| Vendor: HONEYBU | HONEY BUCKET | | | Check Sequence: 41 | ACH Enabled: False |
| 553298389 | Porta Potty/BP | 220.75 | 02/23/2023 | 100-1300-75520 | |
| 553303279 | Porta Potty/PNP | 220.85 | 02/23/2023 | 100-1300-75520 | |
| | Check Total: | 441.60 | | | |
| Vendor: HunKat | KATRINA HUNN | | | Check Sequence: 42 | ACH Enabled: False |
| 1152023 | CELL PHONE REIMBURSEMENT JANUARY | 35.00 | 02/23/2023 | 100-1255-65365 | |
| 2152023 | CELL PHONE REIMBURSEMENT FEBRUAR | 35.00 | 02/23/2023 | 100-1255-65365 | |
| | Check Total: | 70.00 | | | |
| Vendor: ICOM Mec | ICOM MECHANICAL, INC | | | Check Sequence: 43 | ACH Enabled: False |
| 530997 | PM | 294.38 | 02/23/2023 | 100-1100-75515 | |
| 530998 | PM | 2,284.39 | 02/23/2023 | 100-1231-75515 | |
| 530999 | PM | 2,393.48 | 02/23/2023 | 100-1220-75515 | |
| 531000 | PM | 737.81 | 02/23/2023 | 100-1255-75515 | |
| 531084 | Motor replacement on bathroom exhaust | 983.12 | 02/23/2023 | 100-1220-75515 | |
| | Check Total: | 6,693.18 | | | |
| Vendor: JAZANAD | NADER JAZAYERI | | | Check Sequence: 44 | ACH Enabled: False |
| 2022-2023 | Coaches Refund | 75.00 | 02/23/2023 | 100-1250-45050 | |
| | Check Total: | 75.00 | | | |
| Vendor: KELLMOC | KELLY-MOORE PAINT CO, INC. | | | Check Sequence: 45 | ACH Enabled: False |
| 618-00000669138 | Paint /graffiti cover | 193.33 | 02/23/2023 | 100-1300-76500 | |
| 618-00000669230 | Paint Tool | 5.45 | 02/23/2023 | 100-1300-76500 | |
| 618-00000669414 | Paint Tools | 9.45 | 02/23/2023 | 100-1300-76500 | |

| Invoice No | Description | Amount | Payment Date | Acct Number | Reference |
|-----------------|------------------------|----------|--------------|--------------------|--------------------|
| | Check Total: | 208.23 | | | |
| Vendor: KUBSUS | SUSIE KUBOTA | | | Check Sequence: 46 | ACH Enabled: False |
| 12023 | CELL PHONE | 35.00 | 02/23/2023 | 100-1100-65365 | |
| 12023 | MILEAGE | 14.09 | 02/23/2023 | 100-1100-60350 | |
| | Check Total: | 49.09 | | | |
| Vendor: LUSCEMA | EMANUEL LUSCA | | | Check Sequence: 47 | ACH Enabled: False |
| 2022-2023 | Coaches Refund | 75.00 | 02/23/2023 | 100-1250-45050 | |
| | Check Total: | 75.00 | | | |
| Vendor: MACALV | MAC ALVEY'S NURSERY | | | Check Sequence: 48 | ACH Enabled: False |
| 12370 | GravelStorm Repairs | 201.50 | 02/23/2023 | 100-1300-75520 | |
| | Check Total: | 201.50 | | | |
| Vendor: MACFARI | CHASE MACFARLAND | | | Check Sequence: 49 | ACH Enabled: False |
| 2022-2023 | Coaches Refund | 75.00 | 02/23/2023 | 100-1250-45050 | |
| | Check Total: | 75.00 | | | |
| Vendor: MALODO | Donna Maloney | | | Check Sequence: 50 | ACH Enabled: False |
| 49761746 | DEPOSIT REFUND | 330.00 | 02/23/2023 | 100-0000-20000 | |
| | Check Total: | 330.00 | | | |
| Vendor: MARKJOS | JOSH MARKOWITZ | | | Check Sequence: 51 | ACH Enabled: False |
| 2022-2023 | Coaches Refund | 75.00 | 02/23/2023 | 100-1250-45050 | |
| | Check Total: | 75.00 | | | |
| Vendor: MARTMA | MARIO MARTINEZ | | | Check Sequence: 52 | ACH Enabled: False |
| 2022-2023 | Coaches Refund | 75.00 | 02/23/2023 | 100-1250-45050 | |
| | Check Total: | 75.00 | | | |
| Vendor: MDUSD2 | MDUSD M & O DEPARTMENT | | | Check Sequence: 53 | ACH Enabled: False |
| 12654307 | GYM Fees-YBB | 5,427.50 | 02/23/2023 | 100-1250-73410 | |
| 13078068 | GYM Fees-YBB | 440.00 | 02/23/2023 | 100-1250-73410 | |
| 16082529 | GYM Fees-YBB | 1,038.00 | 02/23/2023 | 100-1250-73410 | |
| 4947930 | GYM Fees-YBB | 1,199.00 | 02/23/2023 | 100-1250-73410 | |

| Invoice No | Description | Amount | Payment Date | Acct Number | Reference |
|--|--|------------------|--------------------------|--|--------------------|
| | Check Total: | 8,104.50 | | | |
| Vendor: MONCAM 49711994 | MARNA MONCADA Deposit Refund | 500.00 | 02/23/2023 | Check Sequence: 54 100-0000-20000 | ACH Enabled: False |
| | Check Total: | 500.00 | | | |
| Vendor: MONJOH 2022-2023 | JOHN MONROE Coaches Refund | 75.00 | 02/23/2023 | Check Sequence: 55 100-1250-45050 | ACH Enabled: False |
| | Check Total: | 75.00 | | | |
| Vendor: NICSAR | SARETTE NICHOLSON Instructor Payment Jan 23 2215.201 Fit For Life | 144.00 | 02/23/2023 | Check Sequence: 56 100-1220-75640 | ACH Enabled: False |
| | Check Total: | 144.00 | | | |
| Vendor: OCHONO, 2022-2023 | NOAH OCHOA Coaches Refund | 75.00 | 02/23/2023 | Check Sequence: 57 100-1250-45050 | ACH Enabled: False |
| | Check Total: | 75.00 | | | |
| Vendor: PETROSU 49751152 | SUSANNA PETROSOVA DEPOSIT REFUND | 78.00 | 02/23/2023 | Check Sequence: 58 100-0000-20000 | ACH Enabled: False |
| | Check Total: | 78.00 | | | |
| Vendor: PG&E #1657184093-9 #8971144446-6 | PG&E TEEN CENTER VALLEY HIGH 2 | 4,031.97 2.81 | 02/23/2023 02/23/2023 | Check Sequence: 59 100-1255-65701 300-3000-65701 | ACH Enabled: False |
| | Check Total: | 4,034.78 | | | |
| Vendor: PhSen 012023 | PLEASANT HILL SENIORS CLUB SALES, MEMBERSHIPS, REIMBURSE FOR I | 7,493.11 | 02/23/2023 | Check Sequence: 60 100-1220-49700 | ACH Enabled: False |
| | Check Total: | 7,493.11 | | | |
| Vendor: QUALTRE 1548522 | QUALITY TREE CARE/JOSEPH MATTOS Tree Removal at Woodside Hills | 3,400.00 | 02/23/2023 | Check Sequence: 61 100-1300-75550 | ACH Enabled: False |
| | Check Total: | 3,400.00 | | | |
| Vendor: RAMSRIC | RICHARD RAMSEY | | | Check Sequence: 62 | ACH Enabled: False |

| Invoice No | Description | Amount | Payment Date | Acct Number | Reference |
|------------------|--|----------|--------------|--------------------|--------------------|
| 2022-2023 | Coaches Refund | 75.00 | 02/23/2023 | 100-1250-45050 | |
| | Check Total: | 75.00 | | | |
| Vendor: KLIPALI | ALISON RAPHAEL-KLIPPEL | | | Check Sequence: 63 | ACH Enabled: False |
| | Instructor Payment Dec 23 Virtual Gentle Pilates | 105.00 | 02/23/2023 | 100-1220-75640 | |
| | Check Total: | 105.00 | | | |
| Vendor: RAPPNAT | NATHAN RAPP | | | Check Sequence: 64 | ACH Enabled: False |
| 2022-2023 | Coaches Refund | 150.00 | 02/23/2023 | 100-1250-45050 | |
| | Check Total: | 150.00 | | | |
| Vendor: Republic | REPUBLIC SERVICES #210 | | | Check Sequence: 65 | ACH Enabled: False |
| 0210-011908613 | Disposal Fees | 265.01 | 02/23/2023 | 100-1300-65720 | |
| 0210-011908613 | Disposal Fees | 265.00 | 02/23/2023 | 100-1230-65720 | |
| 0210-011909056 | Disposal Fees | 575.89 | 02/23/2023 | 100-1220-65720 | |
| 0210-011914233 | Disposal Fees | 194.72 | 02/23/2023 | 100-1290-75610 | |
| 0210-011914233 | Disposal Fees | 194.71 | 02/23/2023 | 100-1100-65720 | |
| 0210-011914233 | Disposal Fees | 194.71 | 02/23/2023 | 100-1255-65720 | |
| 0210-011917502 | Disposal Fees | 1,167.52 | 02/23/2023 | 100-1231-65720 | |
| | Check Total: | 2,857.56 | | | |
| Vendor: RILKOR | KOREY RILEY | | | Check Sequence: 66 | ACH Enabled: False |
| 1312023 | January 2023 cell | 35.00 | 02/23/2023 | 100-1280-65365 | |
| 1312023 | January 2023 mileage | 36.75 | 02/23/2023 | 100-1280-60350 | |
| | Check Total: | 71.75 | | | |
| Vendor: ROGAJ | AJ ROGERS | | | Check Sequence: 67 | ACH Enabled: False |
| | Instructor Payment Jan 23 4210.201 Adult Tap | 562.80 | 02/23/2023 | 100-1240-75640 | |
| | Instructor Payment Jan 23 4209.201 Wake Up an | 80.40 | 02/23/2023 | 100-1240-75640 | |
| | Check Total: | 643.20 | | | |
| Vendor: RONEJOS | JOSEPH RONEVICH | | | Check Sequence: 68 | ACH Enabled: False |
| 2022-2023 | Coaches Refund | 75.00 | 02/23/2023 | 100-1250-45050 | |
| | Check Total: | 75.00 | | | |
| Vendor: SABIALLA | ALAN SABINE | | | Check Sequence: 69 | ACH Enabled: False |
| 2022-2023 | Coaches Refund | 75.00 | 02/23/2023 | 100-1250-45050 | |

| Invoice No | Description | Amount | Payment Date | Acct Number | Reference |
|---|--|-----------------------------|--|--|---|
| | Check Total: | 75.00 | | | |
| Vendor: SHIOROB 2022-2023 | ROBERT SHIOTA Coaches Refund | 75.00 | 02/23/2023 | Check Sequence: 70 100-1250-45050 | ACH Enabled: False |
| | Check Total: | 75.00 | | | |
| Vendor: SIANVERI 49537069 | VERONICA SIAN Deposit Refund | 750.00 | 02/23/2023 | Check Sequence: 71 100-0000-20000 | ACH Enabled: False |
| | Check Total: | 750.00 | | | |
| Vendor: SITEONE 126813360-001 | SITEONE LANDSCAPE Irrigation Parts | 228.80 | 02/23/2023 | Check Sequence: 72 100-1300-75511 | ACH Enabled: False |
| | Check Total: | 228.80 | | | |
| Vendor: SOLV 427763 | SOLV BUSINESS SOLUTIONS 2022 1099's | 61.62 | 02/23/2023 | Check Sequence: 73 100-1100-75500 | ACH Enabled: False |
| | Check Total: | 61.62 | | | |
| Vendor: SPAINMA 2022-2023 | MARQUIS SPAIN Coaches Refund | 75.00 | 02/23/2023 | Check Sequence: 74 100-1250-45050 | ACH Enabled: False |
| | Check Total: | 75.00 | | | |
| Vendor: Standard 03/2023 03/2023 03/2023 | STANDARD INSURANCE COMPANY LIFE/ADD/STD/LTD #156388 LIFE/ADD/STD/LTD #156388 LIFE/ADD/STD/LTD #156388 | 318.00 2,004.37 91.05 | 02/16/2023 02/16/2023 02/16/2023 | Check Sequence: 75 100-0000-21320 100-0000-21320 100-0000-21320 | ACH Enabled: False PR Batch 00001.02.2023 LIFE & ADD PR Batch 00001.02.2023 LTD & STD PR Batch 00001.02.2023 LTD & STD |
| | Check Total: | 2,413.42 | | | |
| Vendor: StePrint 52100 52101 | STEVEN'S PRINTING SENIOR SOUNDS SENIOR SOUNDS | 621.45 121.27 | 02/23/2023 02/23/2023 | Check Sequence: 76 100-1220-75540 100-1220-75540 | ACH Enabled: False |
| | Check Total: | 742.72 | | | |
| Vendor: STONGAR 2022-2023 | GARRETT STONE Coaches Refund | 75.00 | 02/23/2023 | Check Sequence: 77 100-1250-45050 | ACH Enabled: False |
| | Check Total: | 75.00 | | | |

| Invoice No | Description | Amount | Payment Date | Acct Number | Reference |
|------------------------------------|---|--------------------|--------------------------|--|--|
| Vendor: TAMOALI 2022-2023 | ALEXIS TAMONY Coaches Refund | 75.00 | 02/23/2023 | Check Sequence: 78 100-1250-45050 | ACH Enabled: False |
| | Check Total: | 75.00 | | | |
| Vendor: THE ICEE 6896833 | THE ICEE COMPANY SNACK SHACK PRODUCT | 1,064.93 | 02/23/2023 | Check Sequence: 79 100-1255-75620 | ACH Enabled: False |
| | Check Total: | 1,064.93 | | | |
| Vendor: THOMROI 2022-2023 | ROBB THOMAS Coaches Refund | 150.00 | 02/23/2023 | Check Sequence: 80 100-1250-45050 | ACH Enabled: False |
| | Check Total: | 150.00 | | | |
| Vendor: THORAN | RANDALL THOMPSON Instructor Payment 4610.201 Wills | 54.00 | 02/23/2023 | Check Sequence: 81 100-1240-75640 | ACH Enabled: False |
| | Check Total: | 54.00 | | | |
| Vendor: TCP 248332 | TIMECLOCK PLUS, LLC TIMECLOCK SOFTWARE | 1,296.00 | 02/23/2023 | Check Sequence: 82 100-1100-75506 | ACH Enabled: False |
| | Check Total: | 1,296.00 | | | |
| Vendor: TOOMSCC 2022-2023 | SCOTT TOOMASSON Coaches Refund | 75.00 | 02/23/2023 | Check Sequence: 83 100-1250-45050 | ACH Enabled: False |
| | Check Total: | 75.00 | | | |
| Vendor: Travel 20232023 | TRAVEL CENTER TRUST ACCOUNT Travel Center Day Trip Deposit Cir Soleil 8-26 | 865.00 | 02/23/2023 | Check Sequence: 84 100-1220-75630 | ACH Enabled: False |
| | Check Total: | 865.00 | | | |
| Vendor: USBank 021523 021523 | U.S. BANK PARS #6746022400 PARS #6746022400 | 1,262.59 631.26 | 02/16/2023 02/16/2023 | Check Sequence: 85 100-0000-21330 100-0000-21335 | ACH Enabled: False PR Batch 00001.02.2023 Pars Employee PR Batch 00001.02.2023 Pars Employer |
| | Check Total: | 1,893.85 | | | |
| Vendor: Wave 103859801-0009966 | WAVE Dark Fiber | 35.64 | 02/23/2023 | Check Sequence: 86 100-1100-75515 | ACH Enabled: False |

| Invoice No | Description | Amount | Payment Date | Acct Number | Reference |
|---------------|----------------------------|-----------|--------------|--------------------|--------------------|
| | Check Total: | 35.64 | | | |
| Vendor: Xerox | XEROX CORPORATION | | | Check Sequence: 87 | ACH Enabled: False |
| 17930313 | CC Copy Machine | 355.98 | 02/23/2023 | 100-1231-75500 | |
| 18139327 | CC Copy Machine | 340.98 | 02/23/2023 | 100-1231-75500 | |
| | Check Total: | 696.96 | | | |
| | Total for Check Run: | 74,416.50 | | | |
| | Total of Number of Checks: | 87 | | | |



The January 26, 2023 Regular Meeting of the Pleasant Hill Recreation & Park District Board of Directors was called to order by Board Chair Bonato at 7:00 p.m. at the Community Center, McHale Room. Board Chair Bonato reported the Board of Directors had closed session and reported it will be reported on agenda item 7.

PLEDGE OF ALLEGIANCE

Board Member Glover led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT: Sandra Bonato, Bobby Glove, Quy Tran, Sandy Vinson, Derek Wurst

PUBLIC COMMENT

There was no public comment.

REPORT FROM THE GENERAL MANAGER (Attachment A)

General Manager Lacy reviewed the report enclosed in the board packet. She added the following announcements verbally:

- Lacy reminded the Board their Annual Planning Retreat Meeting will be on February 2 from 9:30 a.m. – 3:00/3:30 p.m. She said they will be in the Pavilion Room. Lunch will be coordinated and there will be a number of speakers.
- The Summer Camp Expo will be on February 25
- She said she had a meeting with the City and School Superintendent and are looking at having another meeting with other entities regarding the vandalism.

CONSENT CALENDAR (Attachment B)

- a. Approve Bills to be Paid Warrants #16753 -16803 (Exhibit 1)
- b. Approve Minutes of December 1, 2022 and January 12, 2023 (Exhibit 2)

Board Member Wurst had a question on the warrants, which General Manager Lacy answered. Board Chair Bonato had a correction on the January 12, 2023 Board Meeting minutes.

Motion: to approve consent calendar with minor changes to the January 12, 2023 minutes,

Action: Approve, **Moved by** Sandy Vinson, **Seconded by** Bobby Glover.

SV/BG, passed (5)

Vote: Motion carried by unanimous roll call vote (**summary:** Ayes = 5).

Ayes: Sandra Bonato, Bobby Glover, Quy Tran, Sandy Vinson, Derek Wurst.

AUTHORIZE CHAIR TO EXECUTE FIFTH AMENDMENT TO EMPLOYMENT AGREEMENT BEWTWEEN THE PLEASANT HILL RECREATION AND PARK DISTRICT AND ITS GENERAL MANAGER, MICHELLE LACY, TO INCREASE THE GENERAL MANAGER’S COMPENSATION (Attachment C)

Board Chair Bonato said the Board did an evaluation of General Manager Lacy. Each Board Member spoke of Lacy’s accomplishments and gave positive feedback. They are pleased to have her as the District’s General Manager. Further compliments were made and they acknowledged her strong leadership. She is well appreciated.

Board Chair Bonato said the proposal from the Board is to have a 5% increase of \$216,853 retroactive to her anniversary date in September 2022.

Motion: to authorize chair to execute fifth amendment to employment agreement between the Pleasant Hill Recreation and Park District and General Manager, Michelle Lacy to 5% Increase of the General Manager's Compensation retroactive to September 1, 2022, **Action:** Approve, **Moved by** Sandy Vinson, **Seconded by** Quy Tran.

Vote: Motion carried by unanimous roll call vote (**summary:** Ayes = 5).

Ayes: Sandra Bonato, Bobby Glover, Quy Tran, Sandy Vinson, Derek Wurst.

General Manager Lacy thanked the board for their support and could not do what she does without the Board's trust and support. She appreciates the staff and says we had stellar employees when she arrived and have added key players and they are all rock stars. They make her look good. Board Chair Bonato thanked General Manager Lacy.

VERBAL REPORT FROM COMMITTEE CHAIR AND OPPORTUNITY TO SET MEETING DATES

- a. **Land and Facility Development Committee** – January 26, 2023 at 1:00 p.m.
- b. **Personnel Committee** - TBD
- c. **Budget & Finance Committee** – TBD
- d. **Program Committee** – TBD
- e. **District/City Liaison Committee** – TBD
- f. **Ad Hoc Committee – Board Policies** – January 30, 2023 at 1:00 p.m.

Board Chair Bonato reported the Land and Facility Committee was cancelled and will be re-scheduled. General Manager Lacy said there will be some meetings set after the Board Retreat.

BOARD ANNOUNCEMENTS AND REQUESTS TO STAFF

Glover made the following announcements/questions:

- He does not have anything except the email inviting the Board to participate in the PHBA Opening Day Parade. He reminded them to let staff know if they will be attending.

Wurst made the following announcements/questions:

- He is curious about provisions about buying local or using local vendors. Lacy reported there are some State laws for purchasing. The District does not have a purchasing policy for local vendors. She said they can look at it and discuss it.

Tran made the following announcements/questions:

- He thanked General Manager thanked her for the Board Meeting Calendar for 2023. He wants staff to consider using Outlook to calendar future Board meetings.
- He wanted to acknowledge the mass shootings in the news recently, it is a reminder of our facilities and to make sure they are safe and try to minimize situations of that type.

Vinson made the following announcements/questions:

- She had nothing to report.

Bonato made the following announcements/questions:

- She said Michelle sent out training workshop information through California Special Districts Association (CSDA). She encouraged Derek and Quy to look into those and further their education. She said the Special District Leadership Foundation (SDLF) has a leadership training conference in October and encouraged participation in that workshop.
- She wants to invite District 4 County Supervisor Ken Carlson's Representative Lia Bristol to come to a future board meeting.

ADJOURNMENT

Board Chair Bonato adjourned the meeting at 7:26 p.m.

Michelle Lacy, Clerk of the Board



STAFF REPORT

Date: February 23, 2023
To: Board of Directors
From: Michelle Lacy, General Manager
Re: Authorize General Manager to Enter into a Professional Services Contract with Tramutola LLC in an amount not to exceed \$90,000 to Provide Consulting Services to Determine the Feasibility of Placing a Tax Measure on a Future Ballot and Pre-Electoral Planning and Public Information Services and Authorize Transfer of \$150,000 from the General Fund to Capital Improvement Fund

BACKGROUND:

At the Board's Meeting on February 2, 2023, Larry Tramutola of Tramutola LLC, provided an overview to the Board of the steps required to plan for a tax election. At that time, the Board requested staff to return with a proposal to retain Tramutola LLC to provide consulting services to examine the feasibility of a future tax measure, as well as assistance with pre-electoral public information services.

At its regular meeting on February 9, 2023, the Board requested staff further negotiate terms with Tramutola LLC including termination option and reimbursable expenses.

DISCUSSION:

At time of posting, staff is finalizing the proposed contract with additional terms and will forward the recommended contract prior to the meeting.



STAFF REPORT

Date: February 23, 2023
To: Board of Directors
From: Michelle Lacy, General Manager
Re: Authorize a mid-year 5% cost-of-living adjustment for eligible employees effective January 1, 2023 at an additional cost of \$102,487 for fiscal year 2022/23

BACKGROUND:

Typically, on an annual basis the District typically evaluates its fiscal ability to provide Cost-of-Living-Adjustments (COLAs) for eligible employees. This usually is part of the annual budgeting process. Eligible employees include all full-time permanent employees and Category B, part-time permanent employees that have been employed with the District for at least five years. There are currently 56 employees eligible for a COLA benefit.

Adoption of the 2022/23 Operating Budget included increases to salaries based on the bi-annual salary survey but did not include any adjustments of COLA. At that time the Board of Directors (Board) requested the General Manager monitor the budget and consider a COLA increase at mid-year.

DISCUSSION:

After reviewing the mid-year operating financials, the District currently has a surplus of \$289,274 in revenue over expenses. At adoption of the budget, I was concerned that the District could not afford a COLA in addition to the significant salary increases from the salary survey process. While the District finished the 21/22 Fiscal Year with a significant operating surplus, I wasn't sure what the outlook would be for revenue in the first two quarters of the fiscal year.

Since the revenue has outperformed budget numbers, I am confident that the District can consider a COLA increase for employees effective January 1, 2023. In reviewing the CPI for San Francisco-Oakland-Hayward, CA the Urban Wage Earners and Clerical Workers CPI was 6.4% for year ending October 2022 and 4.6% for December 2022 (Exhibit 1).

Options considered for CPI increase include 4%, 5% and 6% effective January 1, 2023.

| <i>CATEGORY</i> | <i>4%</i> | <i>5%</i> | <i>6%</i> |
|------------------------------|------------------|------------------|------------------|
| Full-Time A | \$122,802 | \$153,503 | \$184,203 |
| Part-time B | \$41,177 | \$51,471 | \$61,766 |
| TOTAL ANNUAL INCREASE | \$163,979 | \$204,974 | \$245,969 |

The total amount of additional salary is an annual amount, but if the COLA was effective January 1, 2023, then the additional salary for fiscal year 22/23 is half of the total in the table.

Since the CPI for Urban Wage Earners between October and December 2022 was 6.4% - 4.6%, I am recommending the Budget Committee approve requesting a 5% COLA for all eligible employees to the full Board of Directors at their next regular Board meeting. The additional salary cost for fiscal year 22/23 would be \$102,487. The District has adequate funding to pay for the additional costs in this years Operating Budget.

The Budget Committee requested information related to the comparable agencies and the percentage of personnel costs in the operating expenses. The District’s adopted budget had 64.60% of its expenditures allocated to personnel costs (salaries and benefits).

Below is a table of comparable agencies adopted 22/23 operating expenses and personnel costs with percentage of total budget.

| Agency | Adopted Operating Expenses 22/23 | Personnel Costs | % of Expenditures |
|---------------|---|------------------------|--------------------------|
| HARD | 37,544,021 | 23,707,836 | 63.15% |
| Concord | 111,681,000 | 79,931,000 | 71.57% |
| Walnut Creek | 91,520,000 | 63,100,000 | 68.95% |
| Pleasant Hill | 32,348,000 | 19,882,357 | 61.46% |
| LARPD | 23,032,734 | 13,287,346 | 57.69% |
| EBRPD | 190,486,230 | 133,751,481 | 70.22% |
| Martinez | 30,833,844 | 22,467,769 | 72.87% |

If the Board approves a 5% COLA then the District’s percentage of personnel costs will be 65.61% which is a 1% increase.

The Budget and Finance Committee reviewed the General Manager’s recommendation and concurred with recommending a 5% COLA

RECOMMENDATION:

It is recommended that the Board authorize a 5% cost-of-living adjustment for eligible employees effective January 1, 2023 at an additional costs of \$102,487 for fiscal year 2022/23.

EXHIBITS:

Exhibit 1: Consumer Price Indexes Pacific Cities and U.S. City Average- December 2022

CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE December 2022

(All items indexes. 1982-84=100 unless otherwise noted. Not seasonally adjusted.)

| MONTHLY DATA | All Urban Consumers (CPI-U) | | | | | | Urban Wage Earners and Clerical Workers (CPI-W) | | | | | |
|---|-----------------------------|----------|----------|----------------|-----------------|----------|---|----------|----------|----------------|-----------------|----------|
| | Indexes | | | Percent Change | | | Indexes | | | Percent Change | | |
| | | | | Year ending | 1 Month ending | | | | | Year ending | 1 Month ending | |
| | Dec 2021 | Nov 2022 | Dec 2022 | Nov 2022 | Dec 2022 | Dec 2022 | Dec 2021 | Nov 2022 | Dec 2022 | Nov 2022 | Dec 2022 | Dec 2022 |
| U. S. City Average..... | 278.802 | 297.711 | 296.797 | 7.1 | 6.5 | -0.3 | 273.925 | 292.495 | 291.051 | 7.1 | 6.3 | -0.5 |
| West..... | 296.102 | 315.919 | 314.599 | 7.1 | 6.2 | -0.4 | 289.076 | 308.801 | 306.762 | 7.3 | 6.1 | -0.7 |
| West – Size Class A ¹ | 304.574 | 324.407 | 323.322 | 7.0 | 6.2 | -0.3 | 295.852 | 314.709 | 312.793 | 6.9 | 5.7 | -0.6 |
| West – Size Class B/C ² | 172.722 | 184.626 | 183.686 | 7.2 | 6.3 | -0.5 | 173.533 | 186.153 | 184.829 | 7.7 | 6.5 | -0.7 |
| Mountain ³ | 116.728 | 125.655 | 125.349 | 8.3 | 7.4 | -0.2 | 117.779 | 127.162 | 126.516 | 8.6 | 7.4 | -0.5 |
| Pacific ³ | 114.454 | 121.695 | 121.105 | 6.7 | 5.8 | -0.5 | 115.475 | 122.900 | 122.023 | 6.8 | 5.7 | -0.7 |
| Los Angeles-Long Beach-Anaheim, CA..... | 297.925 | 314.633 | 312.601 | 6.0 | 4.9 | -0.6 | 288.910 | 304.902 | 302.271 | 5.9 | 4.6 | -0.9 |
| BI-MONTHLY DATA (Published for odd months) | Indexes | | | Percent Change | | | Indexes | | | Percent Change | | |
| | | | | Year ending | 2 Months ending | | | | | Year ending | 2 Months ending | |
| | Nov 2021 | Sep 2022 | Nov 2022 | Sep 2022 | Nov 2022 | Nov 2022 | Nov 2021 | Sep 2022 | Nov 2022 | Sep 2022 | Nov 2022 | Nov 2022 |
| Riverside-San Bernardino-Ontario, CA ³ | 117.206 | 125.272 | 125.983 | 8.4 | 7.5 | 0.6 | 117.840 | 125.762 | 126.453 | 8.2 | 7.3 | 0.5 |
| San Diego-Carlsbad, CA..... | 326.422 | 350.721 | 348.145 | 8.2 | 6.7 | -0.7 | 311.014 | 334.068 | 331.524 | 8.3 | 6.6 | -0.8 |
| Urban Hawaii..... | 302.332 | 321.799 | 319.971 | 6.6 | 5.8 | -0.6 | 300.105 | 319.481 | 318.464 | 6.8 | 6.1 | -0.3 |
| BI-MONTHLY DATA (Published for even months) | Indexes | | | Percent Change | | | Indexes | | | Percent Change | | |
| | | | | Year ending | 2 Months ending | | | | | Year ending | 2 Months ending | |
| | Dec 2021 | Oct 2022 | Dec 2022 | Oct 2022 | Dec 2022 | Dec 2022 | Dec 2021 | Oct 2022 | Dec 2022 | Oct 2022 | Dec 2022 | Dec 2022 |
| Phoenix-Mesa-Scottsdale, AZ ⁴ | 159.850 | 176.337 | 175.019 | 12.1 | 9.5 | -0.7 | 159.460 | 176.673 | 174.903 | 12.8 | 9.7 | -1.0 |
| San Francisco-Oakland-Hayward, CA..... | 315.805 | 332.062 | 331.222 | 6.0 | 4.9 | -0.3 | 312.019 | 329.331 | 326.465 | 6.4 | 4.6 | -0.9 |
| Seattle-Tacoma-Bellevue, WA..... | 304.856 | 330.173 | 330.489 | 8.9 | 8.4 | 0.1 | 301.139 | 325.897 | 324.906 | 9.4 | 7.9 | -0.3 |
| Urban Alaska..... | 243.568 | 261.093 | 256.634 | 7.6 | 5.4 | -1.7 | 243.612 | 260.901 | 255.001 | 7.6 | 4.7 | -2.3 |

1 Population over 2,500,000 2 Population 2,500,000 and under, Dec 1996 = 100 3 Dec 2017=100 4 Dec 2001=100

NOTE: In January 2018, BLS introduced a new geographic area sample for the Consumer Price Index (CPI): www.bls.gov/regions/west/factsheet/2018cpirevisionwest.pdf

1967=100 base year indexes and tables with semiannual and annual average data are available at: www.bls.gov/regions/west/factsheet/consumer-price-index-data-tables.htm

Release date January 12, 2023. The next release date is scheduled for February 14, 2023. For questions, please contact us at BLSinfoSF@bls.gov or (415) 625-2270.